



**DATA PROCESSING MANAGER III
8PB6401
DATA PROCESSING MANAGER IV
8PB6402**

Open-Continuous-Statewide



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE	This is an open statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated on this bulletin may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation Examination, you may NOT retest for nine (9) months.
HOW TO APPLY	<p>The Application and the Training and Experience Evaluation will be available on a continuous basis on the internet.</p> <p>Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information and take the Training and Experience Evaluation on the Internet.</p> <p>DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE DATA PROCESSING MANAGER III and IV SERIES EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.</p> <p>If you do not have internet access, there are public access terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. DO NOT contact the State Personnel Board for this information. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost. For more information contact the Service Center at 916-653-1705.</p> <p>You may apply and take the examination on the internet by connecting to: http://exams.spb.ca.gov/exams/exam_start.cfm </p>
APPLICATION DEADLINE	CONTINUOUS FILING
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at 916-653-1502, Telecommunications Device for the Deaf (TTY) at 916-654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.

SALARY RANGE	DATA PROCESSING MANAGER III : \$7118-\$8239 DATA PROCESSING MANAGER IV : \$7825-\$9059
ELIGIBLE LIST INFORMATION	<p>An open eligible list will be established for all State agencies/departments. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.</p>
POSITION DESCRIPTION	<p>DATA PROCESSING MANAGER III The incumbent has full management responsibility for a medium size EDP organization or directs a major data processing function or functions in a large, complex EDP organization requiring subordinate managers at the Data Processing Manager II level or may (1) direct and coordinate a highly complex project which impacts on multiple departments, or (2) direct a program involving the development and administration of servicewide EDP plans, policies, procedures, and standards, or (3) function as a project manager responsible for designing, configuring, and developing the most technically advanced business solution/EDP projects.</p> <p>DATA PROCESSING MANAGER IV The incumbent has full management responsibility for a large EDP organization requiring subordinate managers at the Data Processing Manager II and III levels or may (1) directly under the manager of one of the largest EDP organizations, manage a significant portion of the organization, or (2) direct a highly complex, interdepartmental project where the work is of the most critical and sensitive nature.</p>
MINIMUM QUALIFICATIONS	<p>All applicants must meet the Minimum Qualifications on the date of submission of their application for examination. Qualifying experience may be combined on a proportionate basis to meet 100% of the minimum qualifications stated below.</p> <p>DATA PROCESSING MANAGER III</p> <p style="text-align: center;">Either I</p> <p>Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.</p> <p style="text-align: center;">Or II</p> <p>Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.)</p> <p style="text-align: center;">AND</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>DATA PROCESSING MANAGER IV</p> <p style="text-align: center;">Either I</p> <p>Two years of experience in the California state service performing the duties of a Data Processing Manager II. (Persons who have completed two years of</p>

<p>MINIMUM QUALIFICATIONS</p>	<p>experience performing EDP duties of a class with a level of responsibility equivalent to Data Processing Manager II may substitute on a year-for-year basis up to two years of other managerial experience at the Data Processing Manager II level and may substitute up to one year of managerial experience at a lower level.)</p> <p style="text-align: center;">Or II</p> <p>Four years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager III.)</p> <p style="text-align: center;">AND</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<p>TEST SCOPE</p>	<p>Scope: The examination for the Data Processing Manager III and Data Processing Manager IV will be weighted 100% Training & Experience Supplemental Application and will evaluate candidates education and experience based on the following knowledge and abilities:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation. 2. Employee supervision, training, development and personnel management. 3. Current computer industry technology and practices. 4. Principles of data processing systems design, programming, operations, and controls. 5. State level policies and procedures relating to EDP. 6. The department's goals and policies. 7. Department's Equal Employment Opportunity (EEO) objectives. 8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet EEO. 9. Principles of the governmental functions and organizations at the State level, including the legislative process. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Develop and evaluate alternatives, make decisions and take appropriate action. 2. Establish and maintain priorities. 3. Effectively develop and use resources. 4. Identify the need for and assure the establishment of appropriate administrative procedures. 5. Plan, coordinate and direct the activities of a data processing staff. 6. Make effective use of interdisciplinary teams. 7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems. 8. Present ideas and information effectively, both orally and in writing.

	9. Consult with and advise administrators and other interested parties on a variety of subject-matter area, translating technical data processing terms into everyday language. 10. Gain and maintain the confidence and cooperation of others. 11. Effectively contribute to the department's EEO objectives.
VETERANS' PREFERENCE	Veterans' Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law.
QUESTIONS?	If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TTY (916) 654-6336.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

CALIFORNIA STATE PERSONNEL BOARD

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